



# State of Alabama Alabama Department of Corrections

Research and Planning  
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ADMINISTRATIVE REGULATION  
NUMBER 023

OPR: PUBLIC INFORMATION

## REQUESTS AND RELEASE OF ADOC DOCUMENTS

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies and procedures for requests and release of ADOC documents, and the associated charges for providing the documents.

### II. POLICY

It is the policy of the ADOC to promptly respond to document requests, comply with applicable federal and state privacy laws regarding release of ADOC documents, and assess fees associated with the cost of providing documents.

### III. DEFINITION(S) and ACRONYM (S)

- A. Certified Copy: A copy of a document or record, signed and certified as a true copy by the employee to whose custody the original is entrusted.
- B. Document(s): Any written or graphic matter, including, but not limited to, books, photographs, papers, contracts, memoranda, letters, reports, receipts, minutes of meetings, drafts, checks, written statements, affidavits, transcripts, diaries, summaries, examinations, investigations, interviews, reports of examinations, accounts, accountings, books of accounts, worksheets, notes, sales literature, financial statements, convention statements, prospectuses, filings with any governmental or regulatory agency, copies of any of the foregoing; and also means any information which is stored or carried electronically, on computer equipment, tape recorder or otherwise, and any and all other documents which relate, directly or indirectly, to a request.
- C. External Document Request: A request from an individual or organization considered to be outside the normal course of business or day-to-day operation of the ADOC.

- D. Internal Document Request: A request from an ADOC employee or ADOC inmate other than documents that are considered in the normal course of business or day-to-day operation of the ADOC.

#### **IV. RESPONSIBILITIES**

- A. The ADOC Public Information Officer (PIO) is responsible for:
1. The coordination and dissemination of external document requests considered to be outside the normal course of business or day-to-day operation of the ADOC, in accordance with this AR.
  2. Approving or disapproving external document requests considered to be outside the normal course of business or day-to-day operation of the ADOC.
- B. Wardens/Division Directors are responsible for:
1. Approving or disapproving internal document requests within their area of responsibility in accordance with this AR.
  2. Developing their institutional/divisional SOPs for the implementation of this AR.

#### **V. PROCEDURES**

- A. External requests for documents other than those considered to be a part of the normal course of business or day-to-day operation of the ADOC are submitted to the ADOC PIO.
1. The ADOC PIO shall determine, in conjunction with legal and/or the Commissioner, if the request will be fulfilled, based on the availability of documents, the time required to research and compile the documents, and cost estimate.
  2. The ADOC PIO shall contact the requester, provide the estimated copying cost of the materials, and determine if the requester still wants the documentation.
    - a. To fulfill the request, a designated employee will compile the requested documents and forward to the ADOC PIO.
    - b. The ADOC PIO will release the documents to the requester.
- B. Internal requests for documents will be submitted to Wardens/Division Directors:
1. The Warden/Division Director shall determine if the request will be fulfilled, considering the availability of documents, the time required to research and compile the documents, and cost estimate.

2. The Warden/Division Director shall contact the requester, provide the estimated copying cost of the materials and determine if the requester still wants the documentation.
  - a. To fulfill the request, a designated employee will compile the requested documents and forward it to the Warden/Division Director.
  - b. The Warden/Division Director or designee will release the documents to the requester.

C. Determining cost of providing ADOC documents.

1. For copies of documents, the requester shall be charged copying and postage costs. The supervisor or staff who worked on the request shall determine the number of pages copied and calculate the charges, providing the documents to the ADOC PIO.
  - a. The cost of copies is fifty cents (\$.50) per page, including documents currently on microfilm or computer printout, and \$1.00 per page for each certified document.
  - b. Postage shall be calculated at the current rate and added to the total cost of the request.
2. When responding to a subpoena, relevant documents may be forwarded prior to payment. A copy of the request for information/documents and an itemized bill/invoice shall be included with the documents.
3. For documents being requested by a subpoena, the requester shall be charged fifty cents per printed page for each page copied and ten dollars per hour for staff time. The supervisor or staff member who worked on the request shall determine the number of hours worked on the request and calculate the charges.
4. There shall be no charge for copies provided to governmental, corrections or other criminal justice agencies.
5. Payment for documents and copy services to the general public shall be made by cashiers check or money order and received before the documents are provided.
6. When a request for a document is made by mail, the fee shall be collected before mailing the documents to the requester. A copy of the request for documents shall be included with the documents in the return mailing.
6. The ADOC PIO shall insure that an original receipt and one copy have been prepared for external requests only. Internal receipts shall be given according to institutional SOPs.

- a. The ADOC PIO shall sign the receipt and enter the dates of the transaction, the amount received, the total number of document or pages copied, and the amount of payment made by the requester (cashiers check or money order).
  - b. The ADOC PIO shall ensure that a copy of the receipt and payment are forwarded to the ADOC Accounting Division for deposit in the appropriate fund for reimbursement and/or to the designated Institutional General Fund.
7. An inmate request for copies of documents shall be submitted on an ADOC Form N-176, *Inmate Request Slip*, denoting the type and number of documents needed, and the authority to remove the payments for copies from their Prisoner Money on Deposit (PMOD) account for deposit in the "Institutional General Fund."

#### **VI. DISPOSITION**

There are no forms used in this regulation; therefore, no disposition instructions are needed.

#### **VII. FORMS**

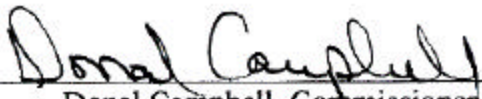
There are no forms prescribed in this regulation.

#### **VIII. SUPERCEDES**

This is a new Administrative Regulation (AR); therefore it does not supercede any other regulation.

#### **IX. PERFORMANCES**

- A. Code of Alabama 1975, Sections 14-1-1.1 and 14-1-2
- B. ADOC Accounting Manual, dated June, 2001.

  
Donal Campbell, Commissioner